

Riverview Psychiatric Center

Executive Leadership

Date: September 27, 2006

Committee Members Present:

- √ David Proffitt, Superintendent
- √ William Nelson, Medical Director
- √ Lauret Crommett, Nursing Director
- √ Bob Patnaude, Safety Director
- √ Barbara Sylvester-Pellett, CPI Director/Risk Management
- √ Brian Daskivich, Deputy Superintendent/Programs

- Terry O'Neal, Admission Coordinator
- √ Lucia Nadeau, Personnel Officer
- Holly Dixon, Peer Support Coordinator

Guests:

Minute Recorder: Charlotte Lalime

Next Meeting: October 11, 2006

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Review of September 13, 2006 minutes.	Minutes approved as written.	C. Lalime
Superintendent's Report	Explore possibility QA/Risk management position. Question if the clinic nurses could take on the Infection Control function.	Ongoing	
Medical Executive Committee	<p>No requests have been brought to this committee from the physicians.</p> <p>David requests that the Medical Staff review use of restrictive treatment in relation to executing physician orders. Lauret responds that she will discuss this with the nursing staff also.</p> <p>Pharmacy after hour access was discussed. Application for box through fire dept has been made. This is a clinical issue and if alarm etc goes off there, we would need to have immediate access – night closet, locked box.</p>	<p>David requests that the physicians review the use of restrictive treatment in relation to written orders.</p> <p>Bob to call and check with Dorethea Dix and Acadia to ask what their process is.</p>	

Riverview Psychiatric Center

Executive Leadership

Date: September 27, 2006

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Environment of Care/Safety	<p>Working on JCAHO punch list. All locks have been installed on all passageways. Rick and Bob will make a final check today.</p> <p>After discussion with Lauret and Jamie, it was decided that strobes and horns will be checked as they were last year. Bob adds that these are checked on annual basis. Bob asks for approval from this group.</p> <p>Bob will be sending pandemic information to all of leadership. Lauret asks that this material be printed.</p> <p>Jamie discussed snow removal issues due to berm. One solution is to remove the berm. The estimate for this removal is \$5700.00. Jamie states that he feels this is reasonable.</p>	<p>Informational</p> <p>Request approved</p> <p>Highlight items David should be aware of or decision points that he should be engaged in.</p> <p>Committee approved removal.</p>	
Budget	<p>The 7th pay period of FY2007 now shows a surplus of \$32,315.93. The accumulated surplus through the Fiscal Year is now projected to be \$575,488.81. The overtime for pay period 9/13/06 was \$30,887.33. The accumulated overtime for FY2007 is \$217,238.61. The expenditures for general operations through 9/27/06, is now \$2,492,944.63. Revenue through 9/27/06 is now \$256,193.35.</p>	Informational	
Risk Management Committee	<p>BJ will review Risk Management systems with Ron. She and Ron will meet tomorrow.</p>	Informational	

Riverview Psychiatric Center

Executive Leadership

Date: September 27, 2006

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Behavior Response Committee	Committee continues to work on a clear definition seclusion/restraint.	Informational	
Nursing Update	<p>Nursing Leadership met yesterday, looking at PC policies. 3 nurses going to conference in Kennebunkport. Concentrating on recruitment for RN positions. Currently there are 7.5 nursing vacancies.</p> <p>Need to prepare rooms for AcuDose machines.</p>	<p>Informational</p> <p>Jamie will see that this is completed</p>	J. Morrill
Quality Council	BJ explains that the Quality Council met and reviewed JCAHO standards regarding submitting the PPR by the end of the month. Will review unit graphs and seclusion/restraint data/staff injury and use of time this week.	Informational	
Education	<p>Angie reports having much difficulty getting people to NAPPI classes. Managers need to be responsible for getting their staff to these classes.</p> <p>Forensic training for certification will begin in October and be complete by Nov. 8th. Lower Saco will receive training first and Lower Saco at a later date. Request has been made to add nurses into this stipend, but has not been approved as yet.</p>	<p>Every effort to be made for staff attendance at NAPPI. Lucia to speak with Angie and share with LM and Nursing Leadership</p> <p>Ongoing</p>	Managers

Riverview Psychiatric Center

Executive Leadership

Date: September 27, 2006

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Policy and Procedure Committee	Scheduled to meet this Thursday.	Informational	
Human Rights Committee	No meeting as only 2 committee members reported for the meeting.		
Pharmacy and Therapeutics	P&T is conducting formulary reviews. Also, discussing new smoking cessation drug and looking at as a possibility for our clients.	Informational	
Policy Review	MS 4.120 Credentialing and Privileging for Telemedicine MM 7.10 High Alert Medications MM.3.20 Prohibited Abbreviation List	Approved Approved with amendments Not approved, will be brought back next mtg.	
Personnel	AFSCME will be meeting next week. No agenda has been sent to Lucia as yet.	Informational	
Psychology	Dr. Mayo reports that a psychologist has been hired for weekends. New social work position has been posted and will include a weekend day. Dr. Mayo will be coordinating with Tina to work on expanding service options. Client debriefing after family visits will also be looked at. Looking at flexibility of CCM schedules which will have a significant impact on treatment team schedules.	Informational Clinical Council will look at this issue. Informaitonal	

Riverview Psychiatric Center

Executive Leadership

Date: September 27, 2006

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
	Jamie will review office assignments and set guidelines	Jamie will do assessment of office space/needs.	
CCM Director	Stephanie states that the CCMs will be discussing the addition of insurance information for clients to their responsibilities.	Informational	
Adjourned at 11:45			